

Colville, Washington
Regular City Council Meeting Minutes
December 22, 2015

6:30 PM: MEETING CALLED TO ORDER BY MAYOR LOUIS JANKE.

[6:30:04 PM](#)

ROLL CALL: FOLL, BERGIN, LAWSON, CONNER, PIFER, BIRCH AND KYLE.

PRESENT: COUNCILMEMBER NANCY FOLL, COUNCILMEMBER DOROTHY BERGIN, COUNCILMEMBER ANNE LAWSON, COUNCILMEMBER MALLORY CONNER, COUNCILMEMBER BILL PIFER, COUNCILMEMBER MIKE BIRCH, COUNCILMEMBER DOUG KYLE AND MAYOR LOU JANKE.

ABSENT: NONE.

STAFF PRESENT: CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL, CITY TREASURER VICKIE STRONG, MUNICIPAL SERVICES ADMINISTRATOR ERIC DURPOS AND FIRE CHIEF BRAD MANKE.

SALUTE TO THE FLAG.

CONSENT AGENDA:

- #01. **MINUTES OF THE DECEMBER 8, 2015 REGULAR COLVILLE CITY COUNCIL MEETING.**
- #02. **DECEMBER 14, 2015 MANUAL CLAIMS CHECK #55925 IN THE AMOUNT OF \$155.04 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #03. **DECEMBER 23, 2015 CLAIMS CHECKS #55926 ~ #56026 IN THE AMOUNT OF \$565,431.62 AS APPROVED FOR PAYMENT BY THE AUDIT COMMITTEE.**
- #04. **NOVEMBER 30, 2015 EFT DEBITS AND INTERNAL CHECKS #100392 ~ #100397 IN THE AMOUNT OF \$11,419.28.**
- #05. **DECEMBER 3, 2015 ~ DECEMBER 16, 2015 CONTRACT/AGREEMENT LIST REVIEW.**

MAYOR JANKE READ THE CONSENT AGENDA.

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION THAT "VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING COMMITTEE AS REQUIRED BY RCW 42.24.080 AND THOSE EXPENSE REIMBURSEMENT CLAIMS CERTIFIED AS REQUIRED BY RCW 42.24.090 HAVE BEEN RECORDED ON A LISTING WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS DATE DECEMBER 22, 2015 AND DOES APPROVE FOR PAYMENT THOSE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS: DECEMBER 14, 2015 MANUAL CLAIMS CHECK #55925 IN THE AMOUNT OF \$155.04; DECEMBER 23, 2015 CLAIMS CHECKS #55926 ~ #56026 IN THE AMOUNT OF \$565,431.62; NOVEMBER 30, 2015 EFT DEBITS AND INTERNAL CHECKS #100392 ~ #100397 IN THE AMOUNT OF \$11,419.28" AND DOES APPROVE THE CONSENT AGENDA AS READ.

MOTION PASSED.

MAYOR JANKE STATED THAT HE IS SWITCHING THE ORDER OF ITEM #10 AND ITEM #11 AND MAKING ITEM #10 AN EXECUTIVE SESSION.

MAYOR JANKE PRESENTED COUNCILMEMBER DOROTHY BERGIN WITH A PLAQUE IN RECOGNITION OF HER SERVICE TO THE CITY COUNCIL.

PUBLIC COMMENT PERIOD:

- #06. **PUBLIC COMMENT: THE FLOOR IS OPEN FOR ANY PUBLIC COMMENTS.**

THERE WERE NO PUBLIC COMMENTS.

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NEW BUSINESS:

#07. DISCUSSION: INTERPRETATION AND CLARIFICATION ON VINSON FUND QUESTIONS.

MAYOR JANKE REVIEWED THE QUESTIONS THAT HAVE BEEN RAISED AND HIS RECOMMENDATIONS:

1. SHOULD ALL EVENTS SPONSORED BY THE VINSON FUND BE FREE TO THE PUBLIC? IF NOT, IS THERE A LIMIT ON ADMISSION THAT IS REASONABLE FEE FOR GENERAL PUBLIC ACCESS, OR IS THE COMMITTEE FREE TO MAKE DECISION ABOUT EVENT PRICING?

RECOMMENDATION: AS LONG AS THE INTENT OF THE VINSON BEQUEST IS MADE, THIS SHOULD NOT BE AN ISSUE. A SUPPLEMENTAL REASONABLE FEE SHOULD BE ALLOWED AT THE DISCRETION OF THE COMMITTEE TO BE RECOMMENDED TO COUNCIL.

COUNCILMEMBER PIFER STATED THAT THIS DOESN'T FEEL RIGHT AND HE DOESN'T BELIEVE THAT A FUNDRAISER FITS THE INTENT OF THE BEQUEST.

MAYOR JANKE WOULD LIKE TO SEE THE FLEXIBILITY GIVEN TO THE VINSON COMMITTEE.

COUNCILMEMBER FOLL STATED THAT SHE DOESN'T THINK THE INTENT WAS TO BE A FUNDRAISER IT WAS MORE OF A PARTNERSHIP ISSUE. IF IT IS TO HELP DEFER COSTS AND THERE IS A MINIMAL FEE, SHE THOUGHT THAT WOULD BE ALLOWED.

THE CONSENSUS OF THE COUNCIL WAS THAT THIS ITEM WAS NOT AN ISSUE AND AN ADMISSION FEE COULD BE ALLOWED. THESE QUESTIONS WILL BE LEFT TO THE DISCRETION OF THE VINSON COMMITTEE TAKING INTO CONSIDERATION THE COMMENTS MADE BY COUNCIL ON A CASE BY CASE BASIS.

2. MANY OF THE EVENTS SPONSORED THIS YEAR BY THE VINSON COMMITTEE HAVE BEEN FUNDRAISERS FOR LOCAL ORGANIZATIONS. IS THIS A CONCERN FOR THE CITY COUNCIL?

RECOMMENDATION: AS LONG AS IT IS CLEARLY ADVERTISED AND IT STILL MEETS THE INTENT OF THE BEQUEST, IT SHOULD BE ALLOWED. LET'S NOT BE OVERLY RESTRICTIVE.

COUNCILMEMBER PIFER STATED THAT HE BELIEVES IT IS A STRETCH TO HAVE A CULTURAL EVENT AND THEN SAY IT IS FOR SCHOLARSHIPS.

NO OTHER COUNCIL COMMENTS ON ITEM #2

3. DOES THE CITY COUNCIL REQUIRE A FULL REVIEW OF EACH COMPLETE VINSON FUND APPLICATION OR CAN THE VINSON COMMITTEE SIMPLY SUBMIT A BRIEFING SHEET AND RELEVANT CONTRACT(S) TO THE CITY?

RECOMMENDATION: TRUST THE VINSON COMMITTEE TO MAKE A RECOMMENDATION WITH A SOUND BRIEFING SHEET WITH ALL PERTINENT INFORMATION.

COUNCILMEMBER KYLE STATED THAT IT DOESN'T HURT TO HAVE ALL THE INFORMATION. HE WOULD LIKE THE COMMITTEE TO INCLUDE THE APPLICATION WITH THE BRIEFING SHEET.

THE CONSENSUS OF THE COUNCIL WAS TO INCLUDE ALL APPLICATIONS WITH BRIEFING SHEETS AND RECOMMENDATIONS.

4. WHAT IS THE DEFINITION OF AN EVENT?

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RECOMMENDATION: SIMPLY ANY ACTIVITY THAT WILL ENHANCE THE CULTURAL ENRICHMENT OF COLVILLE AND SURROUNDING AREA AS RECOMMENDED BY THE COMMITTEE. A FESTIVAL OF MULTIPLE EVENTS COULD OCCUR.

COUNCILMEMBER KYLE STATED THAT HIS UNDERSTANDING WAS THAT IF THERE WAS A SEPARATE CONTRACT IT WAS A SEPARATE EVENT.

COUNCILMEMBER FOLL STATED THAT SHE WOULD HOPE THAT THE MONEY WOULD BE SPREAD AROUND THROUGHOUT THE YEAR. SHE WOULD NOT WANT IT ALL USED AT ONE FESTIVAL WITH MULTIPLE EVENTS.

NO OTHER COMMENTS ON ITEM #4.

5. IS THERE A \$5,000 LIMIT PER EVENT?

RECOMMENDATION: NO LIMIT AS THIS SHOULD BE ALLOWED PER ACTUAL INTEREST AVAILABLE. REFER TO MCGRANE AND SCHUERMAN RESPONSE ON PAGE 2, 3 AND 4. ALSO, MEMO FROM COUNCILMEMBER BERGIN.

CITY ATTORNEY DAVE MCGRANE STATED THAT HE SEES NO ISSUE WITH MORE THAN 5 EVENTS OR MORE THE \$5,000 PER EVENT. HE STATED THAT SOME OF THIS LANGUAGE WAS FROM AN EARLIER VERSION OF MR. VINSON'S WILL. THE FINAL INTENT IS THAT THE FUNDS CAN BE SPENT UP TO THE AMOUNT AVAILABLE.

COUNCILMEMBER PIFER ASKED IF IT NEEDS TO BE CONNECTED TO THE FUNDING AVAILABLE TO BE ABLE TO GO OVER \$5,000 PER EVENT. IF THERE IS ONLY \$24,000 AVAILABLE, CAN ONE EVENT BE GIVEN MORE THAN \$5,000 IN THAT SCENARIO.

DAVE MCGRANE STATED THAT HE THINKS THESE DECISIONS SHOULD BE LEFT TO THE DISCRETION OF THE COMMITTEE. HE STATED THAT THIS FUND ENDED UP BEING SUBSTANTIALLY LARGER THAN WHAT HE WAS ORIGINALLY LED TO BELIEVE. CONSEQUENTLY, IT IS LIKELY THAT THERE WILL BE MORE MONEY AVAILABLE. HE STATED THAT YOU COULD LIMIT IT TO \$5,000 PER EVENT IF THERE IS ONLY \$25,000 AVAILABLE. HE AGAIN STATED THAT THIS SHOULD BE LEFT UP TO THE COMMITTEE. MR. MCGRANE STATED THAT HE BELIEVES THE INTENT WOULD BE THAT THE MONEY WOULD BE SPREAD OVER AT LEAST FIVE (5) EVENTS.

NO OTHER COMMENTS ON ITEM #5.

6. WHAT IS THE GEOGRAPHIC DEFINITION OF THE COLVILLE REGION?

RECOMMENDATION: THIS SHOULD BE INTERPRETED LOOSELY, AS LONG AS IT BENEFITS COLVILLE AND AREA PER THE DISCRETION OF THE COMMITTEE. SUGGEST THAT IT DOES NEED TO BE IN STEVENS COUNTY WITHIN 30 MILES OF COLVILLE.

OR

CONSIDER COLVILLE THE HUB AND ALL EVENTS BE IN COLVILLE BUT MAY BE PROVIDED BY PERSON/GROUPS OUTSIDE THE AREA.

COUNCILMEMBER BERGIN STATED THAT SHE SUPPORTS THAT IT BE INTERPRETED LOOSELY AND TRUST THE JUDGMENT OF THE COMMITTEE. SHE STATED THAT PRIORITY SHOULD ALWAYS BE GIVEN TO COLVILLE.

COUNCILMEMBER LAWSON ASKED IF EVERYONE WAS OK WITH CHEWELAH.

COUNCILMEMBER KYLE THINKS THAT LIMITING IT TO COLVILLE IS TOO RESTRICTIVE.

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CITY ATTORNEY DAVE MCGRANE SUGGESTED THAT WE LEAVE THE ORDINANCE AS IS AND JUST ADOPT SOME GENERAL OPERATING GUIDELINES.

IT WAS THE CONSENSUS THAT THE KETTLE AND COLVILLE SCHOOL DISTRICT BOUNDARIES CAN BE USED AS THE GENERAL AREA BUT THE COMMITTEE HAS THE DISCRETION TO PRESENT ITEMS OUTSIDE OF THAT AREA.

THE COUNCIL IS NOT IN FAVOR OF THE COMMITTEE BEING ABLE TO AWARD FUNDING OR GRANTS. THEY ARE ABLE TO RECOMMEND FUNDING BUT THE COUNCIL MAKES THE FINAL DECISION.

IT WAS DECIDED THAT INVESTMENT STRATEGIES WILL BE DISCUSSED IN ANOTHER FORM AT ANOTHER TIME.

OPERATING GUIDELINES WILL BE DRAFTED BY DAVE MCGRANE AND REVIEWED BY THE VINSON COMMITTEE BEFORE IT IS BROUGHT BACK TO COUNCIL.

#08. DISCUSSION/ACTION: POSSIBLE FINAL ACCEPTANCE OF THE 2015 HOT MIX ASPHALT (HMA) PATCHING AND OVERLAY CONTRACT.

[7:46:15 PM](#)

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER PIFER SECONDED THE MOTION TO APPROVE FINAL ACCEPTANCE OF THE 2015 HMA PATCHING AND OVERLAY CONTRACT WITH KNIFE RIVER IN THE AMOUNT OF \$85,131.11.

MOTION PASSED.

#09. DISCUSSION/ACTION: POSSIBLE APPROVAL TO MOVE FORWARD WITH A GRANT APPLICATION FOR A NEW LADDER TRUCK FOR THE FIRE DEPARTMENT.

[7:52:15 PM](#)

FIRE CHIEF BRAD MANKE STATED THAT HE WANTS TO APPLY FOR A FEMA GRANT FOR A NEW LADDER TRUCK AND THEY REQUIRE A 5% MATCH IF SUCCESSFUL.

COUNCILMEMBER LAWSON MOVED AND COUNCILMEMBER PIFER SECONDED THE MOTION TO APPROVE THE MAYOR TO SIGN THE GRANT APPLICATION AND MOVE FORWARD WITH APPROVAL OF MATCHING FUNDS UP TO \$50,000 TO COME FROM THE FIRE TRUCK RESERVE IF THE GRANT IS AWARDED TO THE FIRE DEPARTMENT.

MOTION PASSED.

FIRE CHIEF BRAD MANKE STATED THAT THE NEW RADIOS ARE HERE, NOT EVERYONE IS TRAINED ON THEM YET.

FIRE CHIEF BRAD MANKE STATED THAT HE HAS AN APPLICATION FOR THE FIREWORKS DISPLAY FOR NEW YEAR'S EVE. HE STATED THAT IT HAS BEEN CLARIFIED THAT THEY ARE SET OFF WITHIN THE CITY LIMITS AND HE IS WONDERING IF THIS REQUIRES COUNCIL APPROVAL BEFORE HE ALLOWS THE APPLICATION. IT WAS STATED THAT THIS HAS ALWAYS BEEN APPROVED IN THE PAST BASED ON THE INFORMATION THAT IT WAS NOT IN THE CITY LIMITS OR ON CITY PROPERTY.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO ALLOW THE MAYOR TO REVIEW ANY NECESSARY ORDINANCES AND MOVE FORWARD WITH THE ACTIONS TO ENSURE THE REQUIREMENTS ARE MET AND THE FIREWORKS ARE ALLOWED.

MOTION PASSED.

FIRE CHIEF BRAD MANKE ALSO REPORTED THAT THEY ELECTED FOUR (4) NEW MEMBERS TO THE FIRE DEPARTMENT AND THEY ARE NOW AT 35 MEMBERS.

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#11. DISCUSSION/ACTION: POSSIBLE RE-APPOINTMENT TO THE COLVILLE AIRPORT BOARD.

[8:08:15 PM](#)

COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO APPROVE THE RE-APPOINTMENT OF FRED BUDINGER TO THE COLVILLE AIRPORT BOARD.

MOTION PASSED.

INDIVIDUAL REPORTS BY MAYOR, COUNCILMEMBERS AND STAFF:

COUNCILMEMBER KYLE STATED THAT IT'S HARD TO WALK IN THE CITY IN THE WINTER WHEN THE SIDEWALKS AREN'T CLEARED. MAYOR JANKE STATED THAT HE HAS TALKED TO THE STREET DEPARTMENT AND THEY WILL BE HANDLING THIS CONCERN.

COUNCILMEMBER BIRCH ASKED WHY WE ARE CLEANING THE SNOW IN BETWEEN THE TREES ON THE NEW SECTION OF HAWTHORNE. MAYOR JANKE STATED THAT THIS IS NOT NECESSARY AND WILL TALK TO THE STREET SUPERINTENDENT.

COUNCILMEMBER PIFER THANKED THE CITY FOR THE SUPPORT DURING HIS TIME OF LOSS.

COUNCILMEMBER LAWSON STATED THAT THE SENIORS REALIZED THAT ACCORDING TO THE CDBG GRANT THEY MUST SUBMIT A REPORT TO THE CITY AND THEY ARE WORKING ON IT. SHE ALSO HANDED OUT A REPORT REGARDING THE PARTICIPATION IN THE LATEST VINSON COMMITTEE EVENT.

COUNCILMEMBER FOLL HANDED OUT 2016 COUNCIL ASSIGNMENTS.

MAYOR JANKE STATED THAT THERE IS ANOTHER UPCOMING MEETING REGARDING THE STREET DESIGN. HE STATED THAT THE LED LIGHTS ARE DONE AROUND TOWN AND THE RENOVATIONS TO THE HEATING AND COOLING SYSTEM FOR CITY HALL ARE ALMOST COMPLETE. MAYOR JANKE ALSO STATED THAT THERE IS A NEW PUBLIC COMMENT LINK ON THE CITY WEBSITE WHICH WILL GO DIRECTLY TO THE MAYOR'S EMAIL.

#10. DISCUSSION/ACTION: POSSIBLE APPROVAL OF AN UPDATED JOB DESCRIPTION FOR THE CITY TREASURER. PER RCW 42.30.110(1)(g)

[8:20:00 PM](#) MAYOR JANKE CALLED FOR AN EXECUTIVE SESSION AT 8:20 P.M. TO DISCUSS THE UPDATED JOB DESCRIPTION FOR THE CITY TREASURER AND STATED THAT IT WOULD LAST FOR APPROXIMATELY 15 MINUTES. CITY CLERK/HUMAN RESOURCES MANAGER HOLLY PANNELL REMAINED IN ATTENDANCE DURING THE EXECUTIVE SESSION.

MAYOR JANKE RECONVENED THE REGULAR MEETING AT 8:35 P.M. AND STATED THAT THE EXECUTIVE SESSION WOULD LAST AN ADDITIONAL 5 MINUTES.

MAYOR JANKE RECONVENED THE REGULAR MEETING AT 8:40 P.M.

COUNCILMEMBER FOLL MOVED AND COUNCILMEMBER KYLE SECONDED THE MOTION TO ACCEPT THE REVISED CITY TREASURER JOB DESCRIPTION WITH MINOR EDITS AS DISCUSSED, ADDING BULLETS FOR KNOWLEDGE, SKILLS AND ABILITIES AND MINOR EDITS TO DUTIES THAT SHOULD NOT BE INCLUDED IN JOB DESCRIPTIONS.

MOTION PASSED.

COMMITTEE OR SPECIAL REPORTS:

#12. CITY ATTORNEY: REPORT ON ANY PENDING ITEMS.

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NO REPORT.

#13. COUNCIL PENDING ITEMS: REVIEW LIST OF COUNCIL PENDING ITEMS.

NO REPORT.

AS THERE WAS NO FURTHER BUSINESS TO COME BEFORE THE COUNCIL, COUNCILMEMBER BERGIN MOVED AND COUNCILMEMBER FOLL SECONDED THE MOTION TO ADJOURN THE MEETING.

MOTION PASSED.

[8:47:31 PM](#)

TIME OF ADJOURNMENT: 8:47 P.M.

MAYOR LOUIS F. JANKE

Attest: _____
Holly Pannell, CMC, PFO, City Clerk/
Human Resources Manager